

GERMANTOWN POLICE DEPARTMENT

POLICE OFFICER APPLICANT ORIENTATION

(REVISED 07/01/2011)

I. The following are minimum standards for Police Officer applicants:

1. Must be at least 21 years of age.
2. Must be a citizen of the United States.
3. Must be a high school graduate or an acceptable equivalent and meet at least one of the following conditions:
 - ☐ **Completed at least two years of college (48 semester hours or 72 quarter hours) with a grade point average of at least 2.0 on a 4-point scale.**
 - ☐ **A minimum of two consecutive years of experience as a full time, commissioned law enforcement officer with a record of exemplary service.**
 - ☐ **A minimum of four years of service in the United States Armed Forces with a record of exemplary service.**
4. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state law or city ordinances relating to force violence, theft, dishonesty, gambling, liquor or controlled substance.
5. Must never have been discharged from any branch of the Armed Forces under other than honorable conditions.
6. You must have a good driving record.
7. You must possess a valid Driver License.
8. Must fill out the **Application Form** completely and return it to the City of Germantown, TN personnel office by the announced deadline.

9. The documents listed below must be returned with your application.

- ☐ A legible copy of your Birth certificate.
- ☐ A legible copy of your Social Security card.
- ☐ A legible copy of your Vehicle Operator's License.
- ☐ A legible copy of your High School diploma or GED.
- ☐ A completed and signed Authority to Release Information form
(*Provided with the application for a background investigation*).

NOTE:

FAILURE TO PROVIDE THE DOCUMENTS LISTED ABOVE WILL RESULT IN YOUR APPLICATION NOT BEING PROCESSED AND YOU NOT BEING CONSIDERED FOR EMPLOYMENT!

II. The documents listed below must be included in your application if you served in the military, attended/ graduated from an accredited university/college, or have prior law enforcement experience:

- ☐ A legible copy of your Armed Forces Discharge certificate and DD Form 214.
 - ☐ A legible copy of your College diploma and transcripts.
 - ☐ Acceptable certified proof of a law enforcement officer's commission from the State of Tennessee's P.O.S.T. Commission or equivalent Commission from another state.
1. Must successfully pass a **Written Examination** that assesses basic skills in reading, writing, and mathematics.
 2. Must submit to a **Background Investigation** that may include police records, driving records, credit records, school records, medical records or any other pertinent records. (*Former employees, associates, neighbors, and classmates may be contacted.*)
 3. You must be able to perform all essential functions as described in the job description for Police Officers of the City of Germantown as well as meet all state requirements as established by the Peace Officer Standards and Training Commission for the State of Tennessee.

NOTE

IF APPLICANTS MEET ALL REQUIREMENTS AND ARE SELECTED TO CONTINUE IN THE EMPLOYMENT PROCESS APPLICANTS MUST SUCCESSFULLY COMPLETE THE FOLLOWING STEPS.

4. Must undergo an **Oral Interview** conducted and evaluated by a panel of police department members.
5. Must successfully complete a **Polygraph Examination**.
6. Must successfully pass a **Physical Examination** by a medical doctor approved by the City of Germantown.
 - a. Must be in good physical condition with height and weight reasonably proportioned, and with no physical or mental handicaps that would impair, or prevent, carrying out assigned duties.
 - b. Eyesight must be 20/20 or correctable to 20/20.
 - c. Uncorrected vision may be a maximum of 20/80.
6. Must successfully pass a **Psychological Examination** and obtain a minimum score of ninety (90) on the intelligence portion.
7. Final selection for employment will be subject to approval of the Chief of Police and the City Administrator.

III. Salary

	<u>Hourly</u>	<u>Yearly</u>
a. Police recruit	\$14.93	\$33,000
b. Police Probationary	\$17.05	\$37,699
c. Police officer I.	\$19.10	\$42,223
d. Police officer II.	\$20.44	\$45,178
e. Police officer III.	\$21.87	\$48,342
f. Police officer IV.	\$22.96	\$50,758
g. Police officer V.	\$24.11	\$53,296

IV. Employee Benefits

1. **Health Insurance-** Medical, Dental, Vision, Prescriptions.
2. **Retirement-** Fixed retirement plan, 6.85% employee contribution, fully vested after 10 years, Normal retirement at age 55.
3. **Life Insurance-** no cost to employee, benefit equals three times salary up to \$300,000.
4. **Holidays-** ten paid per year (*New Years Day, M L King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Day*)
5. **Employee Leave Time-** Ten days vacation after one year of employment, One additional day for each year over five years up to 25 years, Maximum of 30 days after 25 years of service, 12 days per year for personal illness, bereavement leave, and Military Service leave.
6. **Disability-** Short term disability and long term disability at no cost.
7. **Educational assistance-** Reimbursement for tuition and academic fees up \$1800 per year, Courses must be job related, Must receive a grade of C or better, Must reimburse the city 50% of total amount used if leaves city employment within 2 years of participation in program.
8. **Flexible Benefits-** Deferred compensation, Credit Union, Dependant care reimbursement, Non-covered medical reimbursement.

V. Training

1. You will be issued a service pistol and receive firearms training immediately upon employment.
2. You must successfully pass a firearms course and qualify with your service weapon and shotgun prior to carrying them on or off duty.
3. You must be able to maintain proficiency with these weapons and qualify with them as required throughout your employment.
4. You must be able to tolerate and not display an allergic reaction to Chemical Mace used by the department.
5. You will be sent to the Tennessee Law Enforcement Training Academy in Donelson, Tennessee or the Memphis Police Department Training Academy for basic training as soon as scheduling will permit.

6. You must successfully complete and pass the Academy courses to be certified as a Police Officer in Tennessee.
7. Upon completion you will receive 11 weeks of on-the-job training by riding with a Field Training Officer and will not be released until you demonstrate the ability to work alone and responsibly in a patrol car.
8. You must attend and complete a minimum of forty hours of In-Service training annually.

VI. General Information

1. You will normally be required to work 42.5 hours per week.
2. You will be compensated for overtime work by your choice of pay or accumulated time; both compiled at the rate of time and one half.
3. The current work shift hours are 5:45 a.m. until 2:15 p.m., 1:45 p.m. until 10:15 p.m., and 9:45 p.m. until 6:15 a.m.
4. Officers are assigned to the various shifts in accordance with the requirements dictated by the workload and for the most efficient operation of the department.
5. Whenever possible, the shifts may be bid for on a basis of seniority; however, this is not a binding policy or guaranteed right.
6. All employees are assigned to their shifts at the discretion of the Chief and may change or become permanent without notice.
7. Days off may change from month to month.
8. You may be required to work on holidays.
9. You must submit a written request to the Chief of Police and receive written approval prior to engaging in any off-duty business or employment.

THE CITY OF GERMANTOWN AND THE GERMANTOWN POLICE DEPARTMENT COMPLY WITH THE AMERICAN WITH DISABILITIES ACT AND THE EQUAL EMPLOYMENT OPPORTUNITY ACT.